

**COMMON INTEREST COMMUNITY BOARD
REGULATORY REVIEW COMMITTEE MEETING**

MINUTES OF MEETING

The Common Interest Community Board, Regulatory Review Committee meeting met on Wednesday, November 12, 2008, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Kimberly B. Kacani, Chair
F. James Ahlberg
R. Lee Merritt
Michael A. Inman (arrived at 10:20 a.m.)
Christiaan P. Melson
Paul L. Orlando
Lucia Anna Trigiani

Committee members Theodore Adams, III, Scott Gaeser and Douglas Kleine were not in attendance.

DPOR staff present for all or part of the meeting included:

Jay W. DeBoer, Director
Nick Christner, Deputy Director of CID
Trisha L. Henshaw, Executive Director
Thomas K. Perry, Property Registration Administrator
Betty C. Jones, Administrative Assistant
Cynthia Schrier, Complaint Analyst

Steven Jack from the Office of the Attorney General was present.

Chair Kacani called the meeting to order at 10:05 a.m.

Call to Order

The Committee approved the agenda as written by consensus.

Approval of Agenda

Chair Kacani opened the floor for public comment. No members of the public present requested to speak.

**Public Comment
Period**

Ms. Henshaw provided a time-line for the proposed regulations. The chart detailed each step in the process and the time frames for completion of necessary steps. Future meeting dates of the Committee will be set if required to finish its task.

**Time-Line for
Proposed
Regulations**

Mr. Inman arrived at 10:20 a.m.

**Arrival of
Committee Member**

The Committee was provided with several recommendations from staff for the permanent regulations. The proposals related to provisional licensing regulations, the fee schedule, and provisions permitting waiver of gross receipt documentation in specific circumstances. The Committee reviewed the recommendations and, after revisions, agreed by consensus to accept the recommendations as amended.

**Review Draft
Regulations**

Chair Kacani had the teams provide feedback on their assigned topics to be considered in the regulations. The report on the education topic will be discussed at the next meeting. The other teams reported and suggested changes to clarify the regulations.

Report from Teams

The Board recessed for lunch from 12:05 p.m. to 12:40 p.m.

Lunch

The teams continued to provide information on certain topics of the regulations.

Report from Teams

Mr. Inman departed at 1:00 p.m.

**Mr. Inman's
Departure**

With further discussion of the team topics, it was agreed by unanimous consent to accept the recommendations of each team, as amended, by the Committee.

Report from Teams

The Committee recessed at 2:35 p.m. and reconvened at 2:45 p.m.

Break

The Committee discussed the Common Interest Community Manager Emergency Regulations that will go into effect on November 13, 2008.

**CIC Manager
Emergency
Regulations**

After discussion, the Committee approved the following meeting dates by consensus: December 11, 2008 and January 13, 2009.

**Other Business/
Set Next Meeting
Dates**

The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers.


**Conflict of Interest
and Travel Voucher
Forms**

There being no further business, the meeting was adjourned at 3:08 p.m.

Adjourn



Lucia Anna Trigiani, Chair



Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Kimberly B. Kacani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting November 12, 2008

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

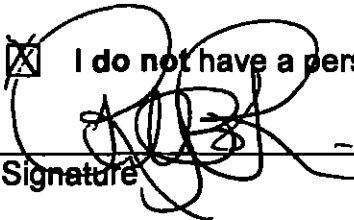
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Signature



Date

11-12-08

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Lucia Anna Trigiani
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting November 12, 2008

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.


Signature

11/12/2008
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: R. Lee Merritt
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting November 12, 2008

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

R. Lee Merritt
Signature

11/12/08
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: F. James Ahlberg
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Regulatory Review Committee Meeting November 12, 2008

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Signature

F. J. Ahlberg

Date

11/12/08